

DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST
(may be under filled as a Human Resources Associate)
HUMAN RESOURCES DEPARTMENT – EAST HARTFORD

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current exam list.

Location: Human Resources Department – East Hartford

Job Posting No: 00019407

Hours: Monday through Friday 8am – 4:30pm; RDO's Saturday & Sunday

Salary: \$66,604 - \$85,436

Closing Date: May 16, 2012

Eligibility Requirement:

Candidates must have applied for and passed the HUMAN RESOURCES SPECIALIST exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. If this position is under filled as a Human Resources Associate, candidates must have applied for and passed the HUMAN RESOURCES ASSOCIATE exam and be on the current certification list promulgated by the Department of Administrative Services for this classification.

Examples of Duties:

The position reports to the Human Resources Manager and assists in directing staffing, labor relations, retirements, compensation and general supervision of the region's Human Resources function. It will be directly responsible for personnel and position transactions in CORE-CT, working with managers and supervisors on staffing positions, issuing conditional offer letters and conducting background investigations and other pre-employment tasks, oversees the orientations of new employees, processes retirement and overseeing personnel recordkeeping / filing. The position supervises one Human Resources Associate and one Human Resources Assistant involved in those activities. The position also is responsible for developing and utilizing a variety of EPM ad hoc queries to produce management reports for the Regional Director and other regional managers and responds to general questions from managers, supervisors, and employees concerning human resources policies and interpretations of collective bargaining agreements. The position assists in investigations and other employee relations matters including Loudermill and grievance hearings, and assumes other responsibilities in the Human Resources Manager's absence. Performs related duties as assigned. Maybe required to travel to alternate worksites.

Knowledge, Skills and Abilities:

Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to counsel employees; ability to design and deliver training programs.

General Experience: Seven (7) years professional experience in human resources management.

Special Experience: One (1) year of the General Experience must have been at the junior working level in human resources management. For state employees, this is interpreted at the level of Human Resources Associate or Human Resources Consultant 1.

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's Degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience. 3. For state employees one (1) year as a Human Resources Associate or Human Resources Consultant 1 may be substituted for the General and Special Experience.

Special Requirement: 1. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment. 2. Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967

All application materials must be received by 11:59 p.m. on the closing date indicated above.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.